



UW-MADISON EXTENSION

## My Record Book Checklist

(This is just a handy helper. Do not put in record book)

An ideal record book should fit in a 1" binder.

Check off items as you complete them.

Sections should be organized in this order:

- ☐ Front Cover (insert in 3-ring binder cover)
- ☐ Record Book Application – put in the inside left pocket or on top of material
- ☐ Member's Introduction Picture Page
- ☐ Table of Contents
- ☐ My 4-H Activity Program
- ☐ Activity Summaries (minimum of 3 for all grades)
- ☐ My 4-H Story
- ☐ Project History
- ☐ Project Record Forms (see below) including Project Hours Tracking Tool.  
(must do minimum of 1 - Junior, 2 - Intermediate, 3 - Senior)
- ☐ Scrapbook includes pictures (of activities), news clippings, Cloverlink clippings, certificates, etc.

Project 1: \_\_\_\_\_ (minimum for Jr.)

- ☐ Record Form
- ☐ Project Hours Tracking Tool
- ☐ Photo pages

Project 2: \_\_\_\_\_ (minimum for Int.)

- ☐ Record Form
- ☐ Project Hours Tracking Tool
- ☐ Photo pages

Project 3: \_\_\_\_\_ (minimum for Sr.)

- ☐ Record Form
- ☐ Project Hours Tracking Tool
- ☐ Photo pages

☐ Section Divider pages / tabs after Activity Summaries and Project Record Forms